

Lemanu Peleti Mauga  
Governor

Talauega E. Ale  
Lieutenant Governor



Lynn Pulou-Alaimalo  
Director, Human Resources

Max Tuitele  
Deputy Director  
Personnel/Administration

Steve Lefiti  
Deputy Director  
WIOA

**AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799**

**JOB ANNOUNCEMENT**

<b>Job Title:</b> <i>Administrative Assistant II</i>		<b>Posting Date:</b> <i>February 01, 2022</i>	<b>Serial No.:</b> <i>030-22</i>
<b>Department/Division:</b> <i>Education/Teacher Quality</i>		<b>Closing Date:</b> <i>February 22, 2022</i>	<b>Announcement No.:</b> <i>013-22</i>
<b>Type of Position:</b> <i>Permanent Appointment</i>	<b>Posting Type:</b> <i>Employment Opportunity/ Open to the Public</i>	<b>Pay Grade and Salary Range:</b> <i>GS-11/\$17, 069 - \$42,419 p.a.</i>	

**General Description:**

The incumbent will be required to perform a diverse field of work assignments relating to the administrative services functions of a department or a major office of independent nature. The position requires a very responsible incumbent to provide administrative services essential to the direction and operation of the organization. The incumbent reports directly to the Principal of the school. He or She performs a variety of work assignments relating to the general operation and administrative services of the office and school.

**Key Duties and Responsibilities:**

- Receives and distributes school mail
- Prepares orders of supplies and materials
- Takes inventory of school furniture, materials and supplies
- Conducts efficiency studies on staffing, equipment utilization and space management on assignments
- Assists with the issuance of instructional materials and supplies, including textbooks
- Operates photocopiers, scanners, telephone and computers
- Collects information and data for school administrators
- Work closely with all school personnel regarding matters relates to student attendance and behavior
- Monitor and report challenging and violent student behavior
- Engage in full time monitor of student's off-campus traffic during school hours
- Participates with in-service training of school personnel in matters related to student attendance and welfare
- Participates in staff and PTA meetings
- Assist with overseeing a large secondary school with an enrollment of nearly 1,000 students
- All other duties and responsibilities as assigned

***This is an Equal Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4485 / Email: [hr@americansamoa.gov](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139  
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**Knowledge, Skills and Ability:**

- Principles and practice of public administration including personnel management
- Basic computer skills with application such as MSWord Excel etc
- Interpersonal skills using tact, patience and courtesy
- Communicate effectively in English and Samoan both orally and in writing
- Work well with the community at large, including parents and students
- Work closely with students demonstrating broad understanding, tolerance and acceptance of them
- Research methods and techniques
- Report writing
- Draft policies and procedures
- Maintain cooperative and effective relationship with co-workers and the public
- Supervise and provide office operations orientation/training
- Management of school office
- Secondary Division organization and functions
- Maintain visitor registry

**Academic and Experience Requirements:**

- Applicant must have a Bachelor's degree in related field from an accredited college plus 3 years of work related experience.
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo  
Director, Department of Human Resources

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